

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.state.in.us
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Administrative Assistant,
Medicaid Fraud Control Unit
Hobart, IN

Perform clerical tasks in support of the Supervisory Deputy Attorney General and various investigators within the Medicaid Fraud Control Unit including, but not limited to, data entry and information dissemination, filing, computer functions, and related tasks. This position is non-supervisory and reports to the Supervisory Deputy Attorney General of the North Team in Hobart, Indiana.

Duties and Functions:

- Transcribe statements related to Medicaid Fraud cases
- Open and close cases in Time Matters which includes the following: importing new complaints, assigning new matter numbers, importing emails and documentation
- Run reports (upcoming hearing, events, search warrants, arrests, etc.) in Time Matters
- Document complaints via telephone and open new cases accordingly
- Prepare property receipts for all items seized during a search warrant
- Search for provider information on AIM, after receiving training
- Other duties as assigned

Required Knowledge, Skills, and Abilities:

- Professional business English, spelling and grammar (written and verbal)
- Working knowledge of Microsoft software (Word, Excel, Outlook, Access)
- Court procedures and state and federal laws (including but not limited to the laws of search and seizure, standards of identification, collection and preservation of evidence)
- Experience in Time Matters preferred
- 2-year degree in related field or 4 years of law enforcement investigative experience
- Ability to work independently or as a team player within the Medicaid Fraud Control Unit, North Team
- Ability to organize, set priorities and stay on task
- Ability to write detailed, accurate and legible reports and produce original correspondence requiring proper sentence structure, grammar and punctuation
- Ability to review and analyze documents and make inferences from written and verbal materials with attention to detail
- Ability to accurately compile and calculate numeric information